PROPOSAL EVALUATION FORM-ATTACHMENT A

FIRM:	DATE:				
PROJECT:	RFP 07-21, ON-CALL CLEANING SERVICES				
DEPARTMENT/DIVIS	ON: General Services Dep	partment / Public Properties Division			
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R	ATING CATEGORY	WEIGHT	RATING	SCORE	
	Meets Stated Requirements-Submitted All Required Documents	5			
	Base Services Pricing	15			
	Add / Alternate Pricing	10			
	Meets Schedule (evenings / weekends)	10			
-	Relevant Experience and Qualifications	10			

Total:

Rating Scale: Rate Each Category on a Score of 0-10 - Unacceptable 0, Average 5, Excellent 10

Record of Satisfactory Performance/References

Score: Multiply the Weight by the Rating to determine the Score for each Category. Add the Scores for all Categories to determine the Total Score. The vendor with the highest Total Score is awarded the contract.

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